



Waypoint Global Suite

Conducting Internal Audits/Corrective Action Workshop

Course Mission:

Waypoint Global's Conducting Internal Audits and Corrective Action Workshop is designed to take you through an audit from the beginning of planning through the completion of corrective action and to provide a comprehensive understanding of the Audit Manager and Corrective Action software. The course will follow the four basic stages of an audit: Planning, Executing, Reporting and Corrective Action (PERC) and to give them the skills to conduct internal audits upon returning to the office. The course participants will create audit checklists, enter findings and observations, write nonconformances, complete audits and follow the process through to corrective action. Additional focus will be directed to non-audit generated nonconformities in Corrective Action and Preventive Action.

Prerequisites:

- Fully implemented Internal Audit/Corrective Action System
- Lead Auditor or prior Internal Auditor training and/or experience
- Familiarity of ISO management system requirements
- Basic keyboard skills and understanding of Windows applications

Audience:

- Management Representative or Audit Program Manager
- Internal auditors

Format:

- Hands-on training at customer's location
- Can train up to 12 people

Course Highlights:

- Set-up of system on Desktop
- Audit scheduling activities and creation of audit checklists
- Audit execution activities including entering findings
- Entering nonconformances and completing audits.
- Case studies to increase the understanding of objective evidence
- Generating Audit Manager Reports
- Creating Audit Manager generated Corrective Actions
- Creating non-audit generated Corrective Actions
- Overview of problem solving and root cause analysis skills
- Handling closure of Audits and Corrective Actions
- Generating Corrective Action Reports
- Creation of binders for audit and corrective action retrieval in Desktop

Course Length:

4 days

Cost:

\$4800 (T&L not included)

Contact

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